

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Procurement and Supply

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Training of Supply Personnel for Overseas Bases

DATE: MAR 11 1953

1. The Procurement and Supply Office is accountable for all Agency materiel located in the ZI and overseas. This requires control over receipt, storage, inspection, maintenance, replenishment and issuance of all materiel.

2. At present, the question, whether the Procurement and Supply Office or the operating divisions are to provide the necessary supply personnel at overseas bases, is being determined. Pending a decision on this matter, control of materiel is not uniform and strict accountability is vague, if not impossible.

3. In order that there will be strict accountability for materiel, irrespective of how the question of who is to physically handle supply functions at overseas bases is settled, the Procurement and Supply Office should begin immediately the selection and training of key personnel on Procurement and Supply Office methods and procedures, so that:

a. if the Procurement and Supply Office is to provide personnel and handle supply functions at overseas bases, qualified and trained key personnel will be available for duty at the bases; and,

b. if the operating divisions are to provide personnel and handle the supply functions at overseas bases, the Procurement and Supply Office will have trained and qualified personnel to go to these bases to instruct personnel, set up necessary systems, as well as supervising, inspecting and auditing the operations.

4. This key personnel must be willing to either travel more or less constantly to overseas bases or live on them. They must be able to work in harmony with others, even when the going is rough, and they must be thoroughly familiar with Procurement and Supply Office methods and operations. At inception this group of key personnel should consist of four to eight.

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PSO/CR/ [] (3/11/53)

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1 - Official file (C&P - Base 7.1)

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Auth: []

Date: 17 OCT 1978

By: [] STAT

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training 1

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: Chief, Coordination and Requirements Staff
Room 1628,
Quarters Eye

NO.

DATE

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. <i>Mr. [unclear]</i> Chief of Procurement & Supply	1C-50 Q'trs II	3/12/53			
2. [redacted]				[initials]	
STAT [redacted]		3/14	3/14	[initials]	
STAT [redacted]		3/14	3/14	[initials]	- Come up with details
STAT [redacted]					
6. [redacted]					Discussed with [redacted]
STAT [redacted]					No action now needed.
STAT [redacted]					To advise [redacted]
8. [redacted]					To requirements. Training program is in process of development - tied to [redacted] to notify [redacted]
STAT [redacted]					14 Apr
10. [redacted]					
11. [redacted]					
12. [redacted]					
13. [redacted]					
14. [redacted]					
15. [redacted]					

525